



Administrative Policies and Procedures: 5.2

Subject:	Professional Development and Training Requirements
Authority:	TCA Code 37-5-105; 37-5-106
Standards:	ACA: 3-JTS-1D-08; 3-JTS-1D-09; 3-JTS-1D-10 ; 3-JTS-1D-11; 3-JTS-1D-12; COA: TS-101, 102, 103; TS-201, 202, 203, 204, 205, 206, 209; DCS Practice Model Standards: 4-100A
Application:	To All Department of Children's Services Employees

Policy Statement:

At minimum, all employees shall receive orientation, pre-service, and in-service development training in accordance with the policies of the Department of Children's Services and, when applicable, the American Correctional Association, Council on Accreditation, other accrediting entities, State and Federal rules, regulations and laws. As employees accept new assignments, they must complete all new professional development and training associated with the new assignment.

Purpose:

To ensure the continuation of a highly qualified and competent DCS workforce.

Procedures:

A. Mandatory training courses for all DCS personnel	<p>ALL personnel in ALL categories working for DCS will be required to take selected yearly mandatory courses such as, but not limited to:</p> <ol style="list-style-type: none">1. Health Insurance Portability and Accountability Act of 1996 (HIPAA);2. Cultural Competency;3. Emergency preparedness (refer to DCS Policy <u>29.12, Development of Emergency Response Preparedness, Sections D & E</u>);4. Respectful workplace (a refresher course);5. Work Place Violence;6. Title VI;7. Confidentiality;8. Blood-Borne Pathogens;9. Continuous Quality Improvement (CQI);10. Documentation; and11. Records Management
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B. Additional mandatory training courses for Youth Development Center employees	<p>Personnel working in Youth Development Centers will take the following additional mandatory courses as required by the American Correctional Association (ACA) standards for their job classification. These courses are required in pre-service and during annual in-service training:</p> <ol style="list-style-type: none">1. Security procedures;2. Supervision of juveniles;3. Signs of suicide risks;4. Suicide precautions;5. Use of force regulations and tactics;6. Report writing;7. Juvenile rights and regulations;8. Rights and responsibilities of juveniles;9. Fire and emergency procedures;10. Safety procedures;11. Key control;12. Interpersonal relations;13. Social/cultural lifestyles of the juvenile population;14. Communication skills;15. First aid/cardiopulmonary resuscitation (CPR);16. Counseling techniques;17. Sexual abuse/assault18. Search & Seizure19. Rules of Evidence20. Code of Ethics
C. Documentation of training	<p>Proof of all professional development training (<i>i.e., training hours required by profession, DCS required or mandatory training, etc.</i>) shall be forwarded to the DCS Office of Professional Development for documentation to ensure credit for professional development training hours.</p>
D. Written request for professional development waiver	<ol style="list-style-type: none">1. With the exception of job orientation for new employees and required annual in-service review courses (first aid, suicide crisis intervention, etc.), the professional development division, at its discretion, may issue a waiver for any course of study validated (e.g., BSW and MSW course of study) as meeting the requirements of a DCS required pre and/or in-service courses.2. The employee will submit a written request for a professional development waiver, approved by the supervisor, to the appropriate Professional Development Coordinator with the following information:<ol style="list-style-type: none">a) Course title;

	<p>b) Professional Development Source (e.g., CBT, Agency, Department etc.);</p> <p>c) Course date(s);</p> <p>d) Certificate of completion;</p> <p>e) Course description and objectives; and</p> <p>f) Number of hours.</p> <p>3. Upon approval at the regional or facility level (i.e. Regional Administrator or Superintendent), the approved waiver will be forwarded to the Professional Development Division for review and disposition.</p>
E. Notification	The Director of Professional Development or designee will prepare a written response to the Staff Learning Coordinator as soon as possible. The Staff Learning coordinator will notify the employee and supervisor of the outcome of the waiver request.
F. Documentation	The disposition of the professional development waiver request will become a part of the employee's professional development records and maintained in the employee's human resource record and the professional development database system.
G. Criteria for Approval/Denial	Professional development waivers will be reviewed on a case by case basis.

Forms:	<u>CS-0840, Professional Development Course Wavier</u>
Collateral documents:	<p><i>Individual Employee Training Records of Orientation and Minimum Professional Development Training Hours</i></p> <p><i>Course Documentation/Verification</i> (e.g. college diploma, certificates of completion, course certifications, i.e., First Aid, CPR, AIDS training, etc.)</p>

Summary of Orientation and Minimum Professional Development Hours

The following partial description of general job categories should be used as a sample for determining minimum professional development requirements. Not all job categories are included in this example.

CATEGORY	POSITION TITLES	ORIENTATION	PRE-SERVICE	ANNUAL IN-SERVICE
MANAGEMENT	• Deputy Commissioner	Yes		40
	• Executive Director	Yes		40
	• Director	Yes		40
	• Assistant Director	Yes		40
	• Regional Administrator	Yes		40
	• Deputy Reg. Administrator	Yes		40
	• General Counsel	Yes		40
	• Superintendent,	Yes	40	40
	• Assistant Superintendent	Yes	40	40
	• Principal	Yes	40	40
	• Children's Services Manager	Yes	40	40
	• Registered Nurse 4	Yes	As required by profession	As required by profession
SUPERVISORY	• Any employee that must evaluate the performance of others	Yes - *Must complete DCS and DOP supervisory courses and other professional development courses as required by category	40	40
	• Boiler Operator Supervisor	Yes - *See above	40	40
PROFESSIONAL SPECIALIST, FAMILY SERVICE WORKER and SUPPORT STAFF	• Family Service Workers I – IV and/or Case Managers	Yes	160 hours	40 hours
	• Children's Services Officer	Yes	120 hours	40 hours
	• Youth Specialist	Yes	120 hours	40 hours
	• Recreation Specialist	Yes	120 hours	40 hours
	• Teacher,	Yes	120 hours	40 hours
	• Teacher Assistant	Yes	120 hours	40 hours
	• All Medical Personnel	Yes	120 hours	40 hours
	• Librarian	Yes	120 hours	40 hours
	• Chaplain	Yes	120 hours	40 hours
	• Contract Youth Service Officers	Yes	120 hours	40 hours
	• Psychologist	Yes	As required by profession	As required by profession
	• Internal Auditors	Yes	As required by profession	As required by profession

**Subject: Professional Development and Training Requirements by Category
of Employment**

5.2

CATEGORY	POSITION TITLES	ORIENTATION	PRE-SERVICE	ANNUAL IN-SERVICE
TREATMENT SUPPORT STAFF (DAILY CONTACT WITH JUVENILES)	• Food Service Steward	Yes	40	40
	• Facility Manager	Yes	40	40
	• Food Service Manager	Yes	40	40
MINIMAL CONTACT WITH JUVENILES	• Administrative Secretary	Yes	Job specific as indicated by supervisor	16
	• Accountant	Yes	Job specific as indicated by supervisor	16
	• Records Clerk	Yes	Job specific as indicated by supervisor	16
	• Accreditation Manager	Yes	Job specific as indicated by supervisor	16
	• Boiler Operator 1	Yes	Job specific as indicated by supervisor	16
	• Treatment Plant Operator	Yes	Job specific as indicated by supervisor	16
ADMINISTRATIVE SUPPORT	• Administrative Services Assistant	Yes	Job specific as indicated by supervisor	16
	• Procurement Officer	Yes	Job specific as indicated by supervisor	16
	• Human Resource Analyst/Tech	Yes	Job specific as indicated by supervisor	16
	• Secretary	Yes	Job specific as indicated by supervisor	16
	• Dietitian	Yes	Job specific as indicated by supervisor	16
	• Program Manager	Yes	Job specific as indicated by supervisor	16
	• Account Clerk or Tech. Accountant	Yes	Job specific as indicated by supervisor	16
	• System Administrator	Yes	Job specific as indicated by supervisor	16
	• Information Resource Support	Yes	Job specific as indicated by supervisor	16
	• Professional Development Coordinator	Yes	Job specific as indicated by supervisor	16
	• Building Maintenance Worker	Yes	Job specific as indicated by supervisor	16
	• Fire Safety Officer	Yes	Job specific as indicated by supervisor	16
	• Store Keeper	Yes	Job specific as indicated by supervisor	16
	• Child Service Assistant	Yes	Job specific as indicated by supervisor	16